



JOB OPPORTUNITY

The Kativik Regional Government (KRG) is a supra-municipal organization with jurisdiction over the territory of Québec located north of the 55th parallel. The KRG is currently seeking to recruit an autonomous and professional individual to work, in the capacity of;

RECRUITER (Permanent Full time position)

The recruiter, under the direction of the HR Director, will primarily be responsible to manage the recruitment cycle including Hiring Requisition Form (HRF), evaluating candidate as well as the onboarding of newly hired employees. Draft memoranda, correspondence, reports, proposals, job descriptions, and other employment documentation. This position will maintain database and files employees. More specifically the Recruiter will:

- Prepare recruitment materials and post jobs to appropriate job board/newspapers/colleges etc.;
- Source and recruit candidates by using databases, social media etc.;
- Screen candidates resumes and job application;
- Check prospective employee references;
- Schedule and conduct interview with the selection panels, using various reliable recruiting and selection tools / methods to filter candidates within schedule;
- Perform the orientation/onboarding of new hires and the training of all employees in order to become fully integrated;
- Monitor and apply HR recruiting best practices;
- Provide analytical and well documented recruiting reports to the rest of the team;
- Act as a point of contact and build influential candidate relationships during the selection process;
- Promote organization reputation as “best place to work”;
- Draft memoranda, correspondence, reports, proposals, job descriptions, and other employment documentation;
- Maintain database and files for certified and classified substitute employees;
- Perform other related duties as required.

REQUIREMENTS:

- University degree in Human Resources or in a related field (relevant work experience will also be considered);
- Minimum of five (5) years of relevant experience;
- Recognized interpersonal and communication skills both oral and written as well as excellent planning, organizational and conflict resolution skills;
- Available for frequent travels in and outside Nunavik
- Working knowledge of the Microsoft Office Suite;
Written and oral working knowledge of at least two (2) of the following languages:
Inuktitut, English and French

Place of work: Nunavik and outside of region
Salary: Min \$76,523 – Max \$105,223
Benefits: Cost of living differential: Minimum of \$8 500/year
Food allowance: Minimum of \$3 707/year
Annual leave trips: maximum of 3 per person annually
Group benefits including Simplified Pension Plan;
Vacation: 30 days
Statutory Holidays: 19 days including 10 during Christmas holidays

Please send your resume **before May 16, 2023 at 5:00 p.m. to:**

**Human Resources
Kativik Regional Government
P.O. Box 9
Kuujuaq, Quebec, J0M 1C0
Email: humanresources@krg.ca
Fax: (819) 964-2975**